

North Carolina Cost Share Programs Review Summary
(June 2018)

County	<u>Pamlico</u>	Date of Previous Review/Report	<u>March 2011</u>
District Staff Name(s)	<u>Candy Bohmert, Sabra Cahoon</u>	Date	<u>June 13, 2018</u>
NRCS Staff Name(s)	<u>None</u>		
Division Representative(s)	<u>Lisa Fine, Julie Henshaw, Eric Pare</u>		
Additional Participants	<u>Patrick Baker, District Chair</u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Board meetings are scheduled the 1 st Thursday every month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Board meetings are noticed on the county website and in offices. They follow the Open Meetings Law and do a good job on noticing special called meetings.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	District staff provide follow up to cooperators requesting assistance. The district submits information regarding funding availability to local newspapers and this brings farmers in to the office to sign up. Staff do site visits before completing an application. They also bring in partners if needed to see if the requested practices can be done. Examples include Division engineers and DWR and CAMA staff.		X			
Does the district provide technical assistance without cost share funds?				X	Yes		X			
What type of technical assistance is provided without cost share funds?				X	The most common assistance is regarding water management and addressing drainage concerns.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are application motions/decisions recorded in the board minutes?				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?				X	The District requires cooperators to complete the self-certification form for incentive practices. This is important, because the District has lower caps on land smoothing.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The District uses local knowledge of farming operations, and considers that once one entity reaches the cap, they are capped.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The District develops a contract after the application. District staff will conduct another site visit and review the proposed practices and requirements with the cooperator. Then staff will work on the conservation plan, design and submit a Technical Assistance request (if needed).		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Staff goes through the contract with cooperator in person. The district explains that work cannot begin until the contract is approved by the Division.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	All supervisor contracts are considered at a board meeting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, Supervisors recuse from discussion on their potential contracts and abstain from voting. This is documented in board meeting minutes.		X			

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Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	District staff review the contract number, producer, BMP and amount of money to be contracted with the board. A discussion of the board follows the summary during a public board meeting. Approved contracts are signed during the board meeting. District staff do not project or run reports from CS2 to discuss projects at this time. Staff are aware that this is an option for their use.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes		X			
What procedures do you follow for notifying the applicant that work can begin?				X	District staff call the cooperator after Division staff approves the contract to let them know that work can begin.		X			
What information do you provide the applicant?		X			District staff try to provide a hard copy of the contract to cooperators when they are in the office. Not all cooperators take their copy. A recommendation to consider is to hard copy mail a copy of the contract to the producers to ensure that every		X			

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					cooperator has a copy of their contract.					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	This depends on the BMP. Staff always completed visual inspections and take pictures of practices. Some producers ask for them to be on site during installation, and staff provide that as requested. Sometimes staff check the elevation for water control structures for cooperators.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Most contracts are implemented quickly. Currently, only 4 of the 13 active contracts have funds remaining to be expended and none have been approved for more than 12 months.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Staff don't recall doing this step based on the speed most practices are installed after approval. But if needed, it would be due to weather delay.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Field notes include construction checks and photographs.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, contracts include field notes for all installed practices.		X			

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Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes. The district has does this specifically for an AgWRAP pump and precision agrichemical application contract.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Not applicable. No active animal operations in this category.					
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	Please be sure to follow the Spot Check policy. If the NRCS Area Office is unable to assist for ACSP contracts, the division can fill this role. Division staff will be working on revising this policy to clarify additional staff who can assist with ACSP contracts.		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district has not had recent experience with contracts in non-compliant status. Should this situation occur, please refer to the Commission's Non-Compliance with Maintenance Requirements for Cost Share Contracts policy for guidance on how to proceed.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	When a BMP requires maintenance, district staff share information with supervisors at the next board meeting. District staff signs first letter and the Board chair signs subsequent letters, if needed.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, when the process progresses to that step. The District tries to remedy the situation before it proceeds to that part of the process.		X			

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Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?		X			District staff use a spreadsheet and then compare to CS2. Overtime, Division staff encourage districts to use CS2 for tracking all funds.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Not applicable.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are handled by Pamlico County. Carr, Riggs and Ingram, LLC conducted the last audit on June 30, 2017.		X			
Who in the office does work for Cost Share Programs?				X	Candy Bohmert		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are handled by Pamlico County. Carr, Riggs and Ingram, LLC conducted the last audit on June 30, 2017.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Candy has a copy of her last signed JAA.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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General Contract Summary										